



CITY OF  
BAINBRIDGE ISLAND

# ADMINISTRATIVE MANUAL

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## PLANNING PERMIT SUBMITTAL REQUIREMENTS

Department of Planning and Community Development  
January 1, 2012; Last Updated December 2019



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## Introduction

This Administrative Manual is designed to supplement the permit processes described in the land use, zoning, and environmental sections of the City of Bainbridge Island Municipal Code (BIMC). This manual identifies documents that applicants must submit in order to have a complete application for development review and decision. Consistent submissions to the City of Bainbridge Island help the efficiency of the review process as well as clarifying requirements for applicants. The procedures required for review and approval of most applications are detailed in BIMC Title 2: Administration, Personnel and Land Use Procedures of the BIMC.

The [Master Land Use Application](#) is required to be submitted with each of the land use permits discussed herein. Please see the application for the number of copies for specific permits. A land use permit shall not be considered complete until the required application, [fee](#), and all supporting materials are submitted to the Department. The applicant shall submit an electronic copy of all required documents at the time of application submittal. The Director may waive specific submittal requirements determined to be unnecessary for review of an application.

Most applications also require a separate fee to the Kitsap Public Health District.

The City's [Fee Schedule](#) can be viewed on the City's website.

## Additional links referenced in this document

Link	Website address
<a href="#">City of Bainbridge Island Design and Construction Standards Manual</a>	<a href="http://www.ci.bainbridge-isl.wa.us/169">http://www.ci.bainbridge-isl.wa.us/169</a>
<a href="#">Design for Bainbridge Design Review Manual</a>	<a href="https://www.bainbridgewa.gov/DocumentCenter/View/12502">https://www.bainbridgewa.gov/DocumentCenter/View/12502</a>
<a href="#">Design for Bainbridge checklist / worksheet</a>	
<a href="#">Island-wide Transportation Plan (IWTP)</a>	<a href="https://www.bainbridgewa.gov/708">https://www.bainbridgewa.gov/708</a>
<a href="#">Landscape Materials Matrix</a>	<a href="https://www.bainbridgewa.gov/DocumentCenter/View/12756">https://www.bainbridgewa.gov/DocumentCenter/View/12756</a>
<a href="#">Shoreline - Joint Aquatic Resources Permit Application (JARPA)</a>	<a href="https://www.epermitting.wa.gov">https://www.epermitting.wa.gov</a>
<a href="#">Shoreline Site Specific Analysis Submittal Requirements</a>	<a href="http://www.bainbridgewa.gov/DocumentCenter/View/7306">http://www.bainbridgewa.gov/DocumentCenter/View/7306</a>
<a href="#">Shoreline Single-family Residence Mitigation Manual</a>	<a href="http://www.bainbridgewa.gov/DocumentCenter/View/5663">http://www.bainbridgewa.gov/DocumentCenter/View/5663</a>
<a href="#">Sign Permit Worksheet</a>	<a href="http://www.bainbridgewa.gov/DocumentCenter/View/7408">http://www.bainbridgewa.gov/DocumentCenter/View/7408</a>
<a href="#">Site Assessment Review (SAR)</a>	<a href="http://www.ci.bainbridge-isl.wa.us/882">http://www.ci.bainbridge-isl.wa.us/882</a>

## Basic Site Plan

The site plan must be legible and easily understood by professionals as well as the public. Clearly differentiate between existing and proposed development. The information to help prepare a site plan is readily available to the public through these links:

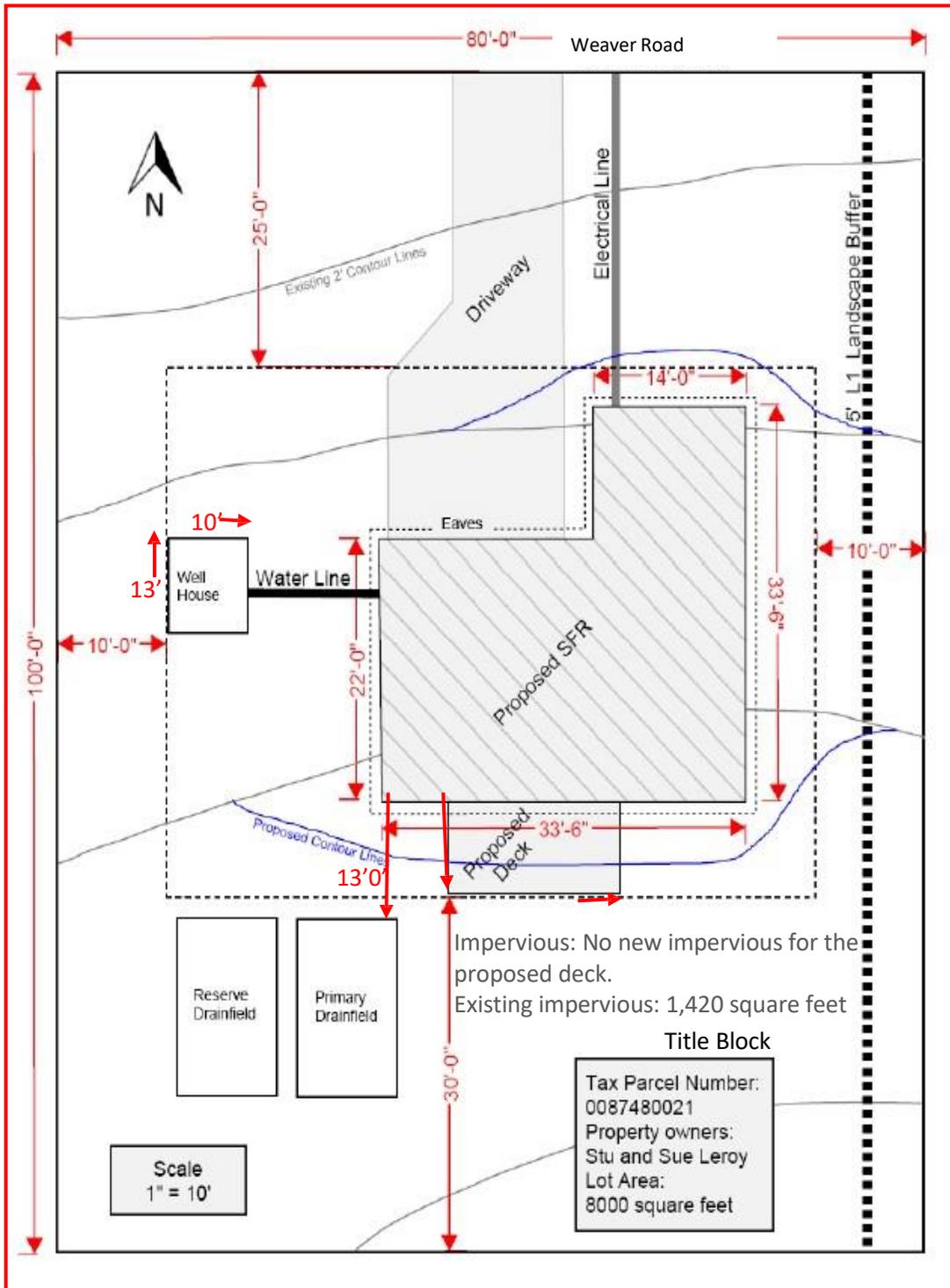
[City Resources](#)

[County Resources](#)

[Public Health District](#)

- Plan sheet 18" \* 24" or 24" \* 36" in size
- Engineer's scale, for example: 1 inch = 20 feet
- Title block: Project name; owner name; site address, tax parcel number; subdivision name
- North arrow
- Vicinity map
- Quarter section, township and range
- Depict the entire property and the area within a 150-foot radius of the property
- Zoning / Comprehensive Plan designation
- Property boundaries (bold line)
- Lot size and lot area (BIMC 18.12.050)
- Easements: Include access, utility, other (e.g. use easements, conservation easements)
- Zoning setbacks or subdivision setbacks / buffers (as applicable)
- Contour lines at five foot intervals (existing and proposed)
- Shoreline jurisdiction: Include OHWM, shoreline structure and side yard setback, shoreline buffer Zones 1 & 2, areas of native vegetation, location and size of significant trees
- Critical areas and their buffers / setbacks: Dimension required buffers / setbacks and any proposed modifications. Label top/toe of slopes greater than 15 percent and top/toe of slopes 40 percent or greater, floodplain, wetlands, streams
- Delineate and dimension existing areas of native vegetation
- Aquifer Recharge Protection Area (ARPA): Delineate the and show the area calculations. Document the ARPA development standards in BIMC 16.20.100.D.
- Depict vegetation protection areas (e.g. "no-build zones", perimeter and roadside landscape buffers, designated wildlife corridors)
- Depict and dimension the exterior of all existing and proposed structures: Clearly differentiate between existing and proposed. Label each structure by its use (e.g. garage, landscape / retaining wall, eave, fence, mechanical equipment)
- Impervious surface areas (existing and proposed): Label and dimension each area (e.g. building, driveway, parking area, patio)
- Area of disturbance: Separately delineate and dimension earth disturbance areas
- Stormwater facility: Location / management method (e.g. dispersion, infiltration, detention)
- Sewer / septic system facility: Include lines, primary and reserve drainfields and setbacks
- Water / well facility: Include lines, water meters, well house, well protection area
- Other facilities: Include power lines, generators, propane tanks, heat pumps, solar panels
- Historically significant structures on or adjacent to the property (i.e. constructed over 50 years ago or listed on the local or national historic register)

# Sample Site Plan



## Utilities Plan

- Minor (abbreviated) drainage plan for proposals that do not require engineered plans

OR

- Engineered preliminary drainage plans
- Engineered preliminary drainage report

AND

- Plan sheet 18" \* 24" or 24" \* 36" in size
  - Engineer's scale, for example: 1 inch = 20 feet
  - Location of stormwater facilities
  - Management method (e.g. dispersion, infiltration, detention)
  - Existing and proposed structures and improvements on the subject property including:
    - Driveways
    - Parking areas
    - Parking space (dimensioned)
    - Solid waste facility (dimensioned)
    - Landscape / retaining walls
    - Fences
    - Mechanical equipment
  - Existing and proposed utilities on the subject property including:
    - Wells / well head protection areas
    - Water / Sewer lines
    - Drainfields (primary and reserve)
    - Septic system setbacks (Health District)
    - Power lines, utility poles, telecommunication facilities
  - Existing and proposed structures / utilities within 150 feet of the property including:
    - Wells / well head protection areas
    - Water / Sewer lines
    - Fire hydrants
    - Adjacent streets
    - Adjacent right-of-way with road classification
    - Existing and proposed right-of-way width
    - Existing driving surface width and type (e.g. gravel, asphalt, pervious concrete)
    - Roadside facilities (e.g. shoulder, ditch)
    - Non-motorized facilities width and type (e.g. sidewalks, trails)

## Landscape Plan

A Landscape Plan shall be prepared by a landscape architect licensed in the State of Washington, a Washington certified nursery professional or a Washington certified landscaper and a certified arborist (when required) and include the following information, at a minimum. A helpful [Landscape Materials Matrix](#) is available on the City website.

- Plan sheet 18" \* 24" or 24" \* 36" in size
  - Engineer's scale, for example: 1 inch = 20 feet
  - North arrow
  - Title block: Project name; site address, tax parcel number;
  - Property boundaries (bold line)
- A. Tree and Vegetation Retention Plan. The applicant shall submit a tree and vegetation retention plan concurrent with applicable permit application in to demonstrate compliance with BIMC Section 18.15.010. If multiple permits are required, the applicant must submit the tree retention plan with the first and all subsequent applications. The tree retention plan may be combined with the planting plan (see section 3 below) and shall consist of:
1. A tree survey or aerial photograph that represents current site conditions and identifies the location of all significant trees, tree stands and their associated canopies. The survey needs to include enough information about existing trees on a property to demonstrate compliance with section BIMC Section 18.15.010.G *Total Site Tree Unit Requirements* (if applicable). New planting may be required to meet these requirements (see section 3 below).
  2. For detailed site plans and grading applications, the tree survey may be conducted by a method that locates individual trees and tree stands, their size(s) and species. These trees shall be marked in the field at the time of permit or approval application and maintained through the construction period; and
  3. A development site plan identifying size and species of the trees and tree stands, as defined in BIMC 18.15.010.C, heritage trees, or other existing vegetation that are proposed to be retained.
  4. The International Society of Arboriculture (ISA) valuation for trees:
    - a. Required to be retained for development projects in the R-2.9, R-3.5, R-4.3, R-8, R-14, Mixed Use Town Center (MUTC), High School Road, and Neighborhood Service Center Districts; and
    - b. In all zones where the critical root zone of a tree required to be retained may be impacted by clearing, grading construction, development, or maintenance; and
  5. An analysis prepared by a certified arborist about long-term health and/or viability for trees that will be on the edge of the developed area and "post development" tree health for trees requested for removal in roadside or perimeter buffers. This analysis should also address protection during construction (see below).
  6. Protection during construction strategies for trees and vegetation to be retained.

- B. Description of how the tree retention plan and planting plan meet the *Total Site Tree Unit Requirements*, pursuant to BIMC 18.15.010.G, if applicable.
- C. Planting Plan. All plans must be prepared or approved, by a landscape architect licensed by the state of Washington, a Washington certified nursery professional or a Washington certified landscaper. The proposed landscape planting plan shall be clearly legible and show the following:
  - 1. A title that includes the project name, owner's name, designer's name, date and scale of no less than one inch equals 30 feet. All items shall be labeled, and north shall be oriented towards the top or left of the plan
  - 2. Property boundaries, easements, and ownership as set forth in the legal description;
  - 3. Existing and proposed grades of at least five-foot intervals
  - 4. Rights-of-way, setbacks, streets and utilities within the subject property
  - 5. All proposed construction and planting and any future construction and planting that is not included in the application
  - 6. Location of all existing and proposed buildings, structures, utilities and improvements within the property
  - 7. A plant list for all proposed new planting delineating quantities, scientific and common names and sizes. Names of plants are to follow current edition of the Hortus Third, A Concise Dictionary of Plants Cultivated in the U.S. and Canada; and sizes of plants are to follow the current edition of the American Standard for Nursery Stock, American Association of Nurseryman (AAN).
  - 8. Vegetation clearing strategies
  - 9. Topsoil protection and reuse strategies, including limiting compaction during construction
  - 10. Native soil amendment strategies
  - 11. Planting times and physical limits of construction
  - 12. Areas that require temporary or permanent irrigation

## **Buffer Enhancement Plan**

- A. Basic Site Plan
- B. Terms, conditions, covenants, and agreements under which the subject property is bound
- C. Buffer Enhancement Plan. A buffer enhancement plan prepared in accordance with applicable state and federal agency standards and the requirements in BIMC 16.20.180
- D. Critical area reports by qualified professionals in the area of concern as provided in BIMC 16.20.190 – Definitions;
- E. Any other relevant information and reports that are necessary, in the opinion of the Director, to process and prepare the decision on the application, such as permit applications to other agencies and special studies;
- F. State Environmental Policy Act (SEPA) checklist (if applicable)

## **Adjustment to an Approved Land Use Permit (Minor & Major)**

**NOTE: This section does not apply to subdivisions- see Subdivision Alterations below)**

A minor adjustment entails small changes in dimensions or siting of structures or the location of public amenities and does not change the intensity or the character of the use. A major adjustment includes modification to the basic design, intensity, density and / or use.

- A. Basic Site Plan
- B. Utilities Plan (as applicable)
- C. Landscape Plan (as applicable) with proposed landscaping as required by BIMC 18.15.010, including any required retention.
- D. Copy of the approved plan
- E. Written description of the proposed change, including a detailed analysis of how the change complies with decision criteria of the application used in the first instance
- F. Authorization of all owners of all lots involved in the change

## **Administrative Code Interpretation Request**

The Director has the authority to provide interpretations of provisions, uses, or definitions in BIMC Titles 16, 17 and 18 and related provisions in BIMC Title 2, and will make these interpretations available to the public. Any person may apply to the director for an interpretation of any provision in these titles. The Director shall provide the interpretation taking into account consistency with the Comprehensive Plan, the nature of the definition or use, and its relationship to the code and its potential impacts, such as:

- A. Whether it involves dwelling units; sales; processing; type of product, storage and amount;
- B. Enclosed or open storage;
- C. Anticipated employment;
- D. Transportation requirements;
- E. Excessive noise, odor, fumes, dust, toxic material, light, glare, and vibration likely to be generated; and
- F. The general requirements for public utilities such as water and sanitary sewer.

The authority to provide an interpretation does not include the authority to add a new permitted ("P") or conditional ("C") use to the use table in BIMC 18.09.020. The Director's interpretation is subject to appeal pursuant to BIMC 2.16.020.P.1.

## **Agricultural Retail Plan**

- A. Basic Site Plan including a delineation of specific use areas (pasture, heavy use area, etc.).
- B. Farm Management Plan, if required pursuant to BIMC 18.09.030.A.1.
- C. Any other materials the department or the reviewing body determines are required to adequately describe the proposal.

## **Boundary Line Adjustment**

- A. Basic Site Plan
- B. Survey drawing
  1. Conventional scale and prepared by a surveyor licensed in the State of Washington
  2. Separate sheets depicting existing conditions and resultant conditions
  3. Zoning and Comprehensive Plan designation
  4. Shoreline upland and water environment designations
  5. Proposed method to meet fire flow requirements
  6. Names and locations of adjacent subdivisions
  7. Gross lot size (in square feet) of each existing and resultant lot
  8. Lot area of each existing and resultant lot/tract (As calculated in BIMC 18.12.050.J)
  9. Zoning or subdivision setbacks, as applicable
  10. Ordinary High Water Mark
  11. Required critical areas, their buffers and setbacks
  12. Required vegetation buffers
- C. Existing and proposed terms, conditions, covenants, and agreements on the subject property
- D. Perimeter lot closures for each existing and resultant lot
- E. Title report dated not more than six months prior to application
- F. Property legal description
- G. Draft agreements (e.g. use easement, road maintenance agreement)
- H. Water and sewer availability letters (public water/sewer) for each resultant lot
- I. Other technical reports (as applicable): Wetland delineation and report or wetland determination; Geotechnical report/assessment

## **Comprehensive Plan Amendment**

A comprehensive plan amendment application and fee as established by city council resolution must include the following:

- A. A complete and detailed written statement including the nature of and reason for the amendment request, any specific suggested changes to the plan or appendices;
- B. A description of how the amendment request is consistent with all of the decision criteria specified in BIMC 2.16.190.H;
- C. A completed SEPA checklist including supplemental sheet for nonproject actions; and
- D. Any other reports or studies identified during the preapplication conference (Ord. 2006-13 § 4, 2006).

## Conceptual Proposal Review Meeting

- A. Statement of Intent – A written narrative about the property, the neighborhood, and proposed use. Identify the objectives of the land use process, the objectives of the Comprehensive Plan goals and policies, and the objectives of the Design for Bainbridge design review manual, as they apply to the proposal.
- B. Context Map - Provide sufficient information to evaluate the neighborhood or community characteristics, including: aerial photo, adjacent recreation, conservation, or other protected land, streetscape photos to illustrate road frontage character/conditions, adjacent and nearby houses or structures, nearby historic or cultural features that contribute to the character of the area, nearby transit routes and stops, and existing or planned transportation facilities as shown in the Island-wide Transportation Plan (IWTP).
- C. Site Analysis – The site analysis shall be a map used to determine the conservation areas, conservation areas of greatest importance, and development areas. The site analysis shall show: general topography, critical areas and their buffers/setbacks, viewsheds on and off site, individual significant trees, extent and location of priority natural area (e.g., forested land, agricultural land, wildlife corridors, etc.), existing infrastructure or other built features, existing easements, existing trails, unique site characteristics, historic resources.

## Conditional Use Permit (Minor & Major)

- A. Basic Site Plan
- B. Utilities Plan
- C. Site Assessment Review (SAR) or SAR Exemption
- D. Landscape Plan
- E. State Environmental Policy Act (SEPA) checklist (if applicable)
- F. A complete and detailed written statement of the intended use of the land and the sequence and timing of the proposed development
- G. The terms, conditions, covenants, and agreements under which the subject property is bound, if any
- H. Affidavit of ownership or agreement to work on the owner's behalf
- I. Land dedicated for park and recreational facilities, if applicable
- J. For installation of outdoor lighting fixtures, evidence of compliance with the requirements of chapter 18.15.040, Outdoor Lighting
- K. Written statement describing how the application meets all applicable decision criteria
- L. Institutional development in residential zones shall submit the following items:
  - 1. A traffic report, showing the effects on level of service (LOS) on affected roads
  - 2. A fencing plan or alternative methods to protect the public health, safety and welfare
  - 3. Vehicular, pedestrian, and bicycle access and site circulation
- M. Design for Bainbridge checklist / worksheet

## **Consultation**

- A. Property location – 14-digit parcel number or site address.
- B. Basic project information.
- C. List of specific questions.
- D. Conceptual site plan (optional).

## **Critical Area Permit (Minor and Major)**

- A. Basic Site Plan
- B. Terms, conditions, covenants, and agreements under which the subject property is bound
- C. A written narrative describing how the proposal meets the critical area permit review criteria as defined in BIMC 16.20.070.B;
- D. Additional submittal requirements vary depending on the type of critical area. Specific submittal requirements are described in each of the following sections of BIMC 16.20:
  - Trees and vegetation – BIMC 16.20.090.G (minor)
  - Critical aquifer recharge areas – BIMC 16.20.090.B.3 (minor)
  - Fish and wildlife habitat conservation areas – BIMC 16.20.110.D and F (minor or major)
  - Geologically hazardous areas – BIMC 16.20.130.C (minor)
  - Wetlands – BIMC 16.20.140.F (minor or major)
  - Winslow Ravine – BIMC 16.20.150.C (major)
- E. Any other relevant information and reports that are necessary, in the opinion of the director, to process and prepare the decision on the application, such as permit applications to other agencies and special studies;
- F. State Environmental Policy Act (SEPA) checklist (if applicable)
- G. Other plans and drawings deemed necessary by the Director for evaluation of the merits of the proposal.

## Design Guidance Review Meeting

- A. Schematic Design - This plan is based on the site analysis and context map and shows location, as applicable, of natural area, community space, significant trees to be retained, homesites, vehicle and non-motorized access, location and size of stormwater and septic systems, and lot lines. The proponent is required to bring one or more development concepts or alternatives to indicate possible design options for the site.
- B. Project vision summary
- C. Design for Bainbridge checklist / worksheet
- D. Conceptual floor plan with estimated commercial and residential square footage
- E. Aerial and streetscape photographs with streets and site boundaries labeled
- F. Basic Site Plan with the following additional requirements
  1. Proposed structure footprints and structure entrances
  2. Proposed location and description of mechanical equipment
  3. Proposed location of trash / recycling structures and accessory structures
- G. Preliminary sections: Transverse and longitudinal site sections extending to adjacent buildings within 100 feet of property; section through the most critical area of the structure(s) with property lines, floor to floor heights, overall height, and spot elevations
- H. Preliminary Elevations: Main elevations of each structure and of adjacent structures; material and color selections; mechanical screens and venting locations
- I. Optional but strongly recommended
  1. Renderings: Eye level perspective from major street location; aerial perspective depicting entire project and adjacent buildings in context
  2. Exterior Lighting Plan: Location and indication of light spillage at night.
- J. **Additional requirements for subdivisions**
  1. Document the four-step design process identified in BIMC 17.12.030
  2. Document requested departures from subdivision standards contained in BIMC 17.12.060 and 17.12.070: Address consistency with general purpose of intent of the subdivision chapter, the intent of the four-step design process, and the specific standard from which the departure is requested.
  3. Identify [Island-Wide Transportation Plan](#) and [City of Bainbridge Island Design and Construction Standards](#). Document requested deviations.
  4. Depict views of proposed houses from exterior roads and abutting properties vis-à-vis natural topography and existing vegetation
  5. Additional site plan requirements
    - a. Delineate primary and secondary Natural Areas, provide area calculations for each and proposed form of ownership. Identify the functional characteristics of each Natural Area type in BIMC 17.12.050.A.2.a. i-iii and b. i. – vii.
    - b. Show location of Natural Area fencing and/or signage
    - c. Delineate Community Space, provide area calculation and proposed form of ownership
    - d. Delineate and document Homesite Standards in BIMC 17.12.060 and Table 17.12.060-1, and Subdivision Standards in BIMC 17.12.070 and Table 17.12.070-1

## Farm Management Plan

In order to exceed maximum animal density allowances provided for in BIMC 18.09.030, a farm management plan approved by the City, its designee, or a qualified third party must be implemented and maintained. The farm management plan shall contain the following:

- A. Basic site plan, with the following additional information
  - 1. Adjacent residences
  - 2. location and area of all pasture area(s), shelter structure(s), compost and manure storage,
- B. Description of the type of equipment necessary or intended for use in each season and the frequency and duration of anticipated use;
- C. Disclosure of any intent to spray or otherwise apply agricultural chemicals or pesticides, frequency and duration of application, and the plants, diseases, pests or other purposes they are intended for;
- D. Emergency response plan and emergency response contacts
- E. Description of the potential impacts of animal agriculture and use of applicable National Resource Conservation Service (NRCS) conservation practice standards or equivalent measures to mitigate impacts, including:
  - 1. Water Quality and Soils. Impacts of irrigation run-off on adjacent properties, water bodies and environmentally critical areas, and proposed sediment and erosion control measures.
  - 2. Noise and Odor. Impacts related to the location on the lot of the animal pasture and shelter, any trash or compost storage areas, any farm stand or additional accessory structure, and any other noise-generating or odor-generating equipment and practices.
  - 3. Agricultural Chemicals. Impacts related to the use of chemicals, including any manure, fertilizer and pesticide.
  - 4. Mechanical Equipment. Impacts related to the operation of equipment, including noise, odors, and vibration.
  - 5. Traffic and Parking. Impacts related to the number of staff onsite during work hours, and the number of potential visitors regularly associated with the site.
  - 6. Visual Impacts and Screening. Visual impacts relating to the proposed nature, location, design, and size of proposed features, structures and activities, including the location of pasture, composting activities and manure storage, and any existing or proposed screening.

## Housing Design Demonstration Project

In addition to any submittal requirements from the underlying land use permitting process, the following additional information is required for a Housing Design Demonstration Project:

- A. Survey prepared by a licensed surveyor, including information showing existing conditions and site information including, but not limited to, topography (contour interval not to exceed 5 feet), an elevation benchmark (located on or within 100 feet of the proposed site), adjacent development, vegetation, utilities, critical areas, property lines, and easements. Whenever possible, survey information should be submitted on City of Bainbridge Island vertical and horizontal datums. All plans must be submitted at an easily reproducible engineering or architectural scale. The survey data should be integrated into all site plans and elevation drawings related to the project and the source of the survey information shall be noted.
- B. Plans descriptive of drawings of the proposed innovative housing types including building footprints and building elevations, floor plans, and roof plans.
- C. A description of the proposed unit type, including proposed square footage, unit mix, and number of bedrooms per unit.
- D. A description of the required development standards, compared with the standards that relief is being requested. This includes, but is not limited to, setbacks, density, or parking requirements. The applicant should explain how relief from specific development standards is needed to achieve the desired innovative design and the goals of this chapter.
- E. Photographs of the subject and adjacent properties key to the basic site plan.
- F. Landscape Plan.
- G. A detailed description of any project phasing.
- H. A description of how the proposed development is consistent with the surrounding neighborhood character.
- I. A description of how the proposed development complies with the goals of BIMC 2.16.020.Q, project evaluation criteria as described in BIMC 2.16.020.Q, and all relevant decision criteria.
- J. A completed green building checklist from Evergreen Sustainable Development, Living Building Challenge standard of the International Living Building Institute, LEED or BuiltGreen programs that require third party verification review with the requisite four and five star levels.

# **Legislative Review of Development Regulations and Rezoning**

## **Legislative Review of Development Regulations**

An application and fee as established by city council resolution shall be made on forms prescribed by the department. The application shall contain the following:

- A. A complete and detailed written statement explaining the existing regulations and proposed changes (including specific language, if possible);
- B. A detailed description of how the proposal meets the goals and policies set forth in the Comprehensive Plan; and
- C. A completed SEPA checklist including supplemental sheet for nonproject actions (if applicable); and
- D. Any other materials the department or the reviewing body determines are required to adequately describe the proposal.

## **Rezoning (Site-specific and Area-wide)**

A rezone application and fee as established by city council resolution shall be made on forms prescribed by the department. The application shall contain the following:

- A. A complete and detailed written statement explaining how the subject property is suitable for the proposed rezone and why the rezone would not be detrimental to surrounding land uses.
- B. A map that shows address topography, streets, adjacent land uses, utilities and other pertinent factors that would justify the proposed rezone;
- C. A detailed description of the proposed use for which the rezone is sought and how such action meets the decision criteria in BIMC 2.16.140;
- D. A legal description of the property(ies) and tax lot number(s);
- E. The names and addresses of all property owners; and
- F. Any other materials the department or the reviewing body determines are required to adequately describe the proposal.
- G. A completed SEPA checklist including supplemental sheet for nonproject actions.

## Preapplication Conference

- A. Basic Site Plan
- B. Conceptual Landscape Plan (as applicable). Proposed landscaping as required by BIMC 18.15.010, including any required retention.
- C. Conceptual Utilities Plan
- D. Site Assessment Review (SAR) or SAR Exemption
- E. Design for Bainbridge checklist / worksheet
- F. **Additional requirements for subdivisions**
  - 1. Lot area of each existing and resultant lot (BIMC 18.12.050.J)
  - 2. Proposed covenants or restrictions
  - 3. Site plan – additional requirements
    - a. Separate sheets depicting existing and resultant conditions
    - b. Zoning and Comprehensive Plan designation for subject and adjacent properties
    - c. Shoreline upland / water environment for subject and adjacent properties
    - d. Proposed method to meet fire flow requirements
    - e. Names and locations of adjacent subdivisions;
    - f. Delineate primary and secondary Natural Areas, provide area calculations for each and proposed form of ownership. Identify the functional characteristics of each Natural Area type in BIMC 17.12.050.A.2.a. i-iii and b. i. – vii.
    - g. Show location of Natural Area fencing and/or signage
    - h. Delineate Community Space, provide area calculation and proposed form of ownership
    - i. Delineate and document Homesite Standards in BIMC 17.12.060 and Table 17.12.060-1
    - j. Delineate and document Subdivision Standards in BIMC 17.12.070 and Table 17.12.070-1
  - 4. Document the four-step design process identified in BIMC 17.12.030
  - 5. Document requested departures from subdivision standards contained in BIMC 17.12.060 and 17.12.070, including BIMC Tables 17.12.060-1 and 17.12.070-1: Address consistency with general purpose of intent of the subdivision chapter, the intent of the four-step design process, and the specific standard from which the departure is requested.
  - 6. Identify [Island-Wide Transportation Plan](#) and [City of Bainbridge Island Design and Construction Standards](#). Document requested deviations.
  - 7. Depict views of proposed houses from exterior roads and abutting properties vis-à-vis natural topography and existing vegetation

## Reasonable Use Exception

- A. Basic Site Plan
- B. The terms, conditions, covenants, and agreements under which the subject property is bound, if any;
- C. Critical Area Report. A critical areas report including mitigation plan, if necessary, prepared in accordance with applicable state and federal agency standards. Such studies shall be prepared in accordance with the requirements in BIMC 16.20.180 – Critical area reports by qualified professionals in the area of concern as provided in BIMC 16.20.190 – Definitions;
- D. Any other relevant information and reports that are necessary, in the opinion of the director, to process and prepare the recommendation on the application, such as permit applications to other agencies and special studies;
- E. State Environmental Policy Act (SEPA) checklist (if applicable)
- F. Other plans and drawings deemed necessary by the director for evaluation of the merits of the proposal; and
- G. A complete and detailed written statement of the reason(s) for requesting the reasonable use exception including a detailed description of how the proposal will meet the reasonable use exception criteria as defined in BIMC 16.20.080:
  - 1. The application of Chapter 16.20 would deny all reasonable use of the property;
  - 2. There is no reasonable alternative to the proposal with less impact to the critical area or its required buffer;
  - 3. The proposal minimizes the impact on critical areas in accordance with mitigation sequencing (BIMC 16.20.030);
  - 4. The proposed impact to the critical area is the minimum necessary to allow reasonable use of the property;
  - 5. The inability of the applicant to derive reasonable use of the property is not the result of actions by the applicant, or of the applicant's predecessor, that occurred after February 20, 1992;
  - 6. The proposed total lot coverage does not exceed 1,200 square feet for residential development;
  - 7. The proposal does not pose an unreasonable threat to the public health, safety, or welfare on or off the property;
  - 8. Any alterations permitted to the critical area are mitigated in accordance with mitigation requirements applicable to the critical area altered;
  - 9. The proposal protects the critical area functions and values consistent with the best available science and results in no net loss of critical area functions and values;
  - 10. The proposal addresses cumulative impacts of the action; and
  - 11. The proposal is consistent with other applicable regulations and standards.
- H. A copy of the pre-application conference summary letter.

## **Revision to a Land Use Permit**

A revision is required when there are proposed changes to a project after the application has been submitted but has not been approved. This may arise due to differences between the original proposal and application submittals to actual field conditions, or the customer has changed their mind about an aspect of the project. In all cases, a revision to the existing permit must be submitted, reviewed and approved. Please check with your planner prior to submitting revisions: An intake appointment may be required. All submittal requirements applicable to the original application, including number of copies, are required for revisions. Revisions may be subject to additional fees.

- A. Basic Site Plan
- B. Utilities Plan (as applicable)
- C. Landscape Plan (as applicable) with proposed landscaping as required by BIMC 18.15.010, including any required retention.
- D. Revision documents that clearly identify the proposed change, including a description of the proposed change
- E. Written description of the proposed change, including a detailed analysis of how the change complies with decision criteria of the application used in the first instance
- F. Authorization of all owners of all lots involved in the change

## **Shoreline - Clearing Permit**

- A. Basic Site Plan, including:
  - 1. Species and location of trees or other vegetation proposed to be removed
  - 2. Size (dbh) of trees to be removed
  - 3. Area (square feet) of canopy coverage to be removed. Canopy coverage includes trees and shrubs.
  - 4. Erosion control methods, drainage information or plan, pursuant to BIMC 15.20
- B. Supplemental materials, as applicable:
  - 1. Arborist report, for removal of hazard trees, or any vegetation removal within geologically hazardous areas or buffers/setbacks
  - 2. Geotechnical report, for any vegetation removal within geologically hazardous areas or buffers/setbacks
- C. Replanting plan, including:
  - 1. Species, size, quantity, and location of trees or other vegetation proposed to be planted

## Shoreline - Substantial Development Permit/Exemption, Variance, Conditional Use

- A. Basic Site Plan, with the following additional information:
1. Location of Ordinary High Water Mark (OHWM);
  2. Location of Shoreline Buffer;
  3. Location of Shoreline Structure View Setback;
  4. Shoreline dimensional setbacks;
  5. Location of native vegetation and significant trees;
  6. If structures have any attachments (e.g. deck, balcony, etc.), include elevation drawings and calculations of grade
  7. For overwater structures or development: littoral boundaries and elevation drawings with tidal elevations development
  8. For mooring buoys the following additional information:
    - a. Location of proposed buoy with latitude and longitude coordinates and swing circle;
    - b. Location of surrounding buoys, floats, or docks;
    - c. Distance measurement of proposed buoy to surrounding buoys, floats, or docks.

B. No Net Loss Documentation

All shoreline development, use and activities, regardless of whether a permit is required, must result in no net loss of ecological functions and processes necessary to sustain shoreline resources. To demonstrate that the no net loss standard is met, and applicant must either submit with application:

1. The [Single-Family Residence Mitigation Manual](#) checklist and supporting documents or
2. A [Site-specific Analysis](#) that is completed by a qualified professional.

C. Narrative explaining how the project meets the decision criteria in BIMC 2.16.165

D. Additional Documents

Depending on existing site conditions and proposed development activities, your application may require additional reports and/or studies to identify and assess potential project impacts. These include:

1. Wetland delineation and categorization (See BIMC 16.12.060.L)
2. Geotechnical Report (See BIMC 16.12.060.K)
3. Bluff Management Plan (See BIMC 16.12.060.K)
4. Utilities Plan
5. Site Assessment Review (SAR) or SAR Exemption
6. State Environmental Policy Act (SEPA) Checklist
7. Shoreline Stabilization Projects have additional submittal requirements listed in the City's Shoreline Master Program Section 6.2.10

8. For Mooring Buoys, the following additional information:
  - a. Cross-Sectional View Worksheet
  - b. Proof of submittal of site plan with latitude and longitude coordinates, vicinity map, and cross-sectional view worksheet to the Suquamish Tribe. A copy of notification e-mail sent to Alison O’Sullivan, Biologist, Suquamish Tribe is acceptable ([aosullivan@suquamish.nsn.us](mailto:aosullivan@suquamish.nsn.us)).
  - c. Name and contact information of the diver/biologist qualified to install an embedment style anchor
    - i. An aquatic vegetation dive survey is required if a surface style anchor is proposed (Concrete block, Danforth, etc.)
  - d. Signed copy of Attachment E: Aquatic Use Authorization on Department of Natural Resources (DNR)- managed aquatic lands. This form must be submitted to and signed by DNR prior to making application to the City. Please note that Attachment E is not required for buoys that are proposed to be installed on privately held tidelands.
  - e. Attachment E must include DNR signature at time of submittal to the City to verify that DNR has been notified of the proposed buoy location. Attachment E is submitted to DNR along with a Joint Aquatic Resources Permit Application (JARPA). Attachment E and the JARPA form can be found here: [https://www.epermitting.wa.gov/site/alias\\_resourcecenter/9978/default.aspx](https://www.epermitting.wa.gov/site/alias_resourcecenter/9978/default.aspx)  
Depending on the location of the buoy, your application may require additional submittal documents, including State Environmental Policy Act (SEPA) Checklist (required only if placement location is not on DNR leased land)

## Sign Permit

- A. Basic Site Plan
  1. Position of buildings
  2. Landscaped areas
  3. Sign configuration
  4. Sign size
  5. Sign elevation
- B. [Sign Permit Worksheet](#)
- C. Drawing or photo of proposed sign(s) including dimensions and height above ground.
- D. Engineering specifications (if applicable).

## Site Plan and Design Review (Major & Minor)

- A. Basic Site Plan
- B. Utilities Plan
- C. Site Assessment Review (SAR) or SAR Exemption
- D. Landscape Plan
- E. Preapplication conference summary (if applicable)
- F. Public participation meeting summary (if applicable)
- G. State Environmental Policy Act (SEPA) checklist (if applicable)
- H. Terms, conditions, covenants, and agreements under which the subject property is bound
- I. Traffic analysis (if applicable)
- J. Design for Bainbridge checklist / worksheet
- K. Narrative: A complete and detailed written statement describing the proposal, including:
  - 1. Intended use of the land
  - 2. Phasing, including the phasing of on- and off-site improvements
  - 3. Sequence and timing of the proposed development
  - 4. Proposed land ownership
  - 5. Commercial and residential components of the project
  - 6. Addressing the decision criteria per BIMC 2.16.040 E
- L. Documentation of Kitsap Public Health District Concurrent Review, if not on public sewer and water;
- M. Non-binding Water and Sewer availability letters (availability and phasing of system extensions)
- N. The terms, conditions, covenants, and agreements under which the subject property is bound, if any;
- O. Architectural drawings, including floor plans, uses, building elevations, building sections, and roof plans;
- P. Description of proposed stormwater management system and maintenance and operation. See also Utilities Plan.
- Q. Description of any facilities planned for public dedication, e.g. sewage disposal system, roads, non-motorized facilities, utility lines and facilities, parks.
- R. Any other graphic materials required to adequately describe how the proposal meets specific regulations and guidelines, such as color palettes, material boards, and computerized models;
- S. For installation of outdoor lighting fixtures, evidence of compliance with the requirements of chapter 18.15.040, Outdoor Lighting, on the architectural elevations or on a form provided by the department of planning and community development.
- T. A survey may be required depending on project complexity

## Subdivision – Preliminary (Short/ Long /Large Lot)

- A. Basic Site Plan
- B. Utilities Plan
- C. Site Assessment Review (SAR) or SAR Exemption
- D. Landscape Plan (as applicable). Proposed landscaping as required by BIMC 18.15.010, including any required retention.
- E. Preliminary Plat
  1. Conventional scale and prepared by a surveyor licensed in the State of Washington
  2. Separate sheets depicting existing conditions and resultant conditions
  3. Zoning and Comprehensive Plan designation
  4. Shoreline upland and water environment designations
  5. Proposed method to meet fire flow requirements
  6. Names and locations of adjacent subdivisions
  7. Gross lot size (in square feet) of each existing and resultant lot
  8. Lot area of each existing and resultant lot / tract (BIMC 18.12.050.J)
  9. Delineate required critical areas, their buffers and setbacks along with any proposed modifications
  10. Aquifer Recharge Protection Area: Clearly show the extent of native vegetation areas. Delineate the ARPA, 12,500 square foot development areas, and show the area calculations. Document the ARPA development standards in BIMC 16.20.100.D.
  11. Delineate primary and secondary Natural Areas, provide area calculations for each and proposed form of ownership. Identify the functional characteristics of each Natural Area type in BIMC 17.12.050.A.2.a. i-iii and b. i. – vii.
  12. Show location of Natural Area fencing and/or signage
  13. Delineate Community Space, provide area calculation and proposed form of ownership
  14. Delineate and document Homesite Standards in BIMC 17.12.060 and Table 17.12.060-1
  15. Delineate and document Subdivision Standards in BIMC 17.12.070 and Table 17.12.070-1
- F. Design for Bainbridge checklist/worksheet
- G. Document the four-step design process identified in BIMC 17.12.030
- H. Document requested departures from subdivision standards contained in BIMC 17.12.060 and 17.12.070, including BIMC Tables 17.12.060-1 and 17.12.070-1: Address consistency with general purpose of intent of the subdivision chapter, the intent of the four-step design process, and the specific standard from which the departure is requested.
- I. [Identify Island-Wide Transportation Plan](#) and [City of Bainbridge Island Design and Construction Standards](#). Document requested deviations.
- J. Depict views of proposed houses from exterior roads and abutting properties vis-à-vis

natural topography and existing vegetation

- K. State Environmental Policy Act (SEPA) checklist (if applicable)
- L. Preapplication conference summary letter
- M. Perimeter lot closures for each existing and resultant lot
- N. Title report dated not more than six months prior to application
- O. Property legal description
- P. Draft Natural Area and/or Community Space Management Plan, including maintenance plan and allowed uses for each area type
- Q. Existing and proposed terms, conditions, covenants, and agreements on the subject property (e.g. road maintenance agreement)
- R. Non-binding water and sewer availability letters (for public water / sewer) for each lot
- S. Traffic impact analysis/application for traffic concurrency or concurrency statement
- T. Other technical reports (as applicable):
  - a. Wetland delineation and report or wetland determination
  - b. Geotechnical report/assessment
  - c. Shoreline Site Specific Analysis
  - d. DNR Forestry permit
  - e. Habitat Management Plan
- U. Other special submittal requirements identified in the pre-application conference summary

### **Subdivision -Alteration (Short/ Long /Large Lot)**

- A. Proposed plat alteration
- B. Narrative including a description of the proposed change and a detailed analysis of how the change complies with decision criteria of the application used in the first instance
- C. A copy of the existing final plat
- D. A copy of the natural area / community space / open space management plan, as applicable

## Subdivision - Plat Utility Approval (Short/ Long /Large Lot)

Plat utility standards for civil improvements are found in the [City of Bainbridge Island Design and Construction Standards Manual](#). Please review the specific requirements with the assigned City project engineer for large/complex projects.

### A. Construction Plans

Plans must be full-scale drawings on 24-inch by 36-inch paper with margins which are set to provide half-scale drawings on 11-inch x 17- inch paper. Two copies of the construction plan set are required. A digital set in PDF or TIFF format must also be submitted with application.

On-site plans for private property improvements must have a vertical scale of one inch equals five feet and a horizontal scale of one inch equals 50 feet. Profiles may be drawn on plan sheets.

Off-site plans for public improvements (i.e. water, sewer, storm drainage, and streets) shall have a vertical scale of one inch equals five feet and a horizontal scale of one inch equals 40 feet. All off-site plans shall have the corresponding plan/profiles on the same sheet.

See also land use standards for plan requirements (e.g. Aquifer Recharge Protection Areas).

#### General Plan Requirements:

- North must be up or to the left on plans, and north must not be shown in a different orientation on the same or connecting sheets.
- Vicinity map of approximately one square mile with the project site centered scaled one inch = 1000 feet. A scale at least one inch long must be on the map. A north arrow must be on the map and the site address must be below the map.
- City datum with City-established benchmark (BM) number and elevation. BM information is available from the city's right-of-way specialist.
- A detailed description of the site, including lot number, quarter section, township and range, unless otherwise noted by the City Engineer.
- Current zoning of site and of adjacent properties
- Lot size(s) with perimeter distances and bearings of the site shown on the plan
- Project name in the title block
- Owner/developer name, address, and phone number in the title block
- Design engineer's name, address, and phone number in the title block
- Boundary and topographic survey of existing conditions with a contour interval of no less than five feet (no less than 10 feet for Large Lot Subdivisions)
- Clearly identify and dimension existing and proposed rights-of-way and easements. Show Kitsap County recording numbers for all existing easements.
- All pertinent existing and finish elevations
- Existing natural drainage ways (e.g. swales, ditches) and flow path with arrows and elevations
- Lakes, rivers, streams, flood plains, wetlands, sensitive slopes, and other sensitive areas
- Limits and elevations of 100-Year floodplain with floodway and flood fringe delineated
- General plan notes consistent with the Standards shall be shown on the plan

### Individual Plan Sheet Requirements:

Plans may be incorporated on the same sheet where clarity is not affected.

- Preliminary conditions of approval
- Grading, Drainage, and Erosion and Sediment Control (GDESC) Plan
- Street plan or plat road plan
- Parking plan
- Utility plan (water, sewer, and dry/franchise utility location and coordination)
- Significant tree/tree retention plan
- Open space management plan, where applicable
- Landscaping plan

#### B. Reports and Supporting Documentation/Calculations

- Stormwater management report consistent with BIMC 15.20 and the current adopted Stormwater and Low Impact Development manuals.
- Drainage design calculations.
- Soil logs and infiltration rate determination, where applicable.
- Geotechnical report, where applicable.
- Domestic (multi-family), commercial and fire flow calculations.
- Sewer conveyance calculations.

#### C. Facilities (Water, Sewer, Storm Water and Streets) Extension Agreement Application

The extension agreement application shall be completed by the owner and submitted with the applicable processing fee consistent with BIMC 13.32.

- Application shall indicate whether a latecomer reimbursement will be requested.
- Drawings shall be submitted showing generally the proposed location, type, and size of the utility or street improvements.

## Subdivision - Final (Short/ Long /Large Lot)

- A. Plat Utilities Plan (engineered drainage plan / report or minor plan as applicable)
- B. Landscape Plan (as applicable). Proposed landscaping as required by BIMC 18.15.010, including any required retention.
- C. Final terms, conditions, covenants, and agreements (e.g. Natural / Community Space Management Plan, road maintenance agreement)
- D. Statement of compliance listing the plat conditions and how each condition is met
- B. Perimeter lot closures for each existing and resultant lot
- C. Title report dated not more than six months prior to application
- D. Binding water and sewer availability letters (for public water/sewer) for each lot
- E. Final Plat, as modified by conditions of approval
  1. Applicable plat conditions of approval
  2. Ties to permanent monuments
  3. Controlling reference points or monuments
  4. Bearing and length of lines
  5. Origin of meridian or basis of bearings
  6. Surveyor's certificate signed by the surveyor who prepared the final plat:  
*"I, \_\_\_\_\_ registered as a professional land surveyor by the State of Washington, certify that this Subdivision is based on an actual survey of the land described herein, conducted by me or under my supervision, during the period of \_\_\_\_, 20\_\_, through \_\_\_\_, 20\_\_ , that the distances, courses, and angles shown hereon correctly; and the lot corners have been staked on the ground as depicted hereon."*
  7. Disclaimer regarding road maintenance: *"Responsibility and expense for maintenance of streets serving lots within this short plat/subdivision shall rest with the lot owners unless such roads have been accepted by the City."*
  8. If plat improvements are assured, a prominent note on the face of the final plat: *"The lots created by this plat are subject to conditions of an assurance device held by the City for the completion of certain necessary facilities. Building permits may not be issued and/or occupancy may not be allowed until such necessary facilities are completed and approved by the City. All purchasers shall satisfy themselves as to the status of completion of the necessary facilities."*
  9. Signature and date lines for the City Planning Director
  10. Signature and date lines for the Health District (N/A for short plats)
  11. County Treasurer and Auditor signature blocks
  12. Declaration regarding further subdivision: *"Land in a short subdivision may not be further divided through a short plat within a period of five years recording the final short without meeting the standards of and being reviewed as a long subdivision."*
  13. Estimate approved by the City for financial assurance of plat improvements (if applicable)

## **Tree Removal/Vegetation Maintenance Permit**

- A. Basic Site Plan
- B. Trees and vegetation proposed to be removed (also show on Basic Site Plan)
- C. Size (diameter breast height [dbh]) of trees to be removed (Required only for commercial, institutional, multifamily, and mixed-use development and any properties in Mixed Use Town Center, High School Road, R-2.9, R-3.5 and R-4.3 zones. Also show on Basic Site Plan)
- D. Site Assessment Review (SAR) or Exemption (if applicable)
- E. Erosion control methods, drainage information or plan, pursuant to BIMC 15.20 (if applicable).
- F. Planting plan (see Landscape Plan section above) if tree removal brings a property below applicable tree unit requirements (see BIMC Section 18.15.010.G) or is proposed within required vegetation areas (e.g. landscape buffers, no-cut buffers), or any other trees required to be retained through an approved land use permit. Planting plan should ensure that property continues to meet any applicable tree requirements.

## **Variance – Zoning (Major & Minor)**

- A. Basic Site Plan
- B. State Environmental Policy Act (SEPA) checklist (if applicable)
- C. Terms, conditions, covenants, and agreements under which the subject property is bound
- D. Narrative – A complete and detailed written statement describing the proposal, including:
  - 1. Reason for the variance request
  - 2. Detailed description of how the proposal will meet the decision criteria
  - 3. Visual impacts of proposed structures, including proposed screening

## Wireless Communication Facility Permit (WCF)

Permit procedures for wireless communication facility permits are detailed in BIMC 18.10.

- A. Basic Site Plan
  - 1. Additional requirements
    - a. Location, elevation and dimensions of existing facility components
    - b. Location, elevation and dimensions of proposed facility components
    - c. Existing and proposed site grade
    - d. Area of ground disturbance for construction activities
    - e. Primary viewshed of the proposed WCF
    - f. Proposed height
    - g. Coverage area at proposed height (may be inset map or on separate sheet)
    - h. Inventory of WCF sites in or within a one mile radius of the City that are operated by the applicant
- B. Landscape Plan
  - 1. Additional landscape plan information required:
    - a. Type and location of vegetation screen of WCF components in viewshed context
    - b. Height of vegetation screen at maturity (e.g. monopole/tower 2/3 height screening)
    - c. Type and location of topographic or structural screening (e.g. wall, fencing)
    - d. WCF paint/camouflage color scheme in viewshed context
    - e. Security fencing height, vegetation screening and paint/camouflage screening
- C. Detail Drawing
  - 1. Antenna
  - 2. Support structure and any protrusion from the support structure
  - 3. Transmission device
  - 4. Equipment shelter
- D. Photo/visual simulations of the proposal from affected properties and public rights-of-way at varying distances
- E. Narrative
  - 1. An explanation of the need for the proposed WCF
  - 2. Location priority analysis (e.g. co-location vs. commercial building)
  - 3. Height and design of WCF sites in or within one mile of the City
  - 4. Impact of proposal on existing restrictions or requirements (e.g. Conditional Use Permit, Site Plan and Design Review Permit)
  - 5. Feasibility of underground location for equipment facilities
  - 6. Equipment noise evaluation (e.g. dB at nearest property line)
- F. Documentation verifying that the proposed WCF complies with Federal Communications Commission and Federal Aviation Administration regulations

- G. Copy of documentation regarding existing restrictions or requirements (e.g. Conditional Use Permit, Site Plan and Design Review Permit)
- H. Additional information required for:
  - 1. Tower modification
    - a. Structural engineering report demonstrating the modification complies with applicable construction/electrical/safety codes including:
      - i. number and types of antennas the tower can support
      - ii. basis for capacity calculation
      - iii. statement that the proposal complies with applicable FCC guidelines and standards
  - 2. Base station modification
    - a. Structural engineering report demonstrating the modification complies with applicable construction/electrical/safety codes
  - 3. Applications for facilities other than Facility I or II
    - a. Documentation of efforts to co-locate on existing facilities
- I. If all or a portion of the WCF will be located upon a city-owned structure, or upon non-right-of-way property which is either city-owned or city-leased, the applicant shall be required to enter into a lease agreement with the city for the use of the city property.
- J. A Master Permit, consistent with Chapter 19.02 and 19.04 BIMC, if all or a portion of the WCF will be located in the right-of-way.

## **Wireless Eligible Facilities Request Permit (EFR)**

Permit procedures for wireless eligible facilities request permits are detailed in BIMC 18.11.

1. An assertion that the proposed facilities modification is subject to review under Section 6409 of the Spectrum Act.
2. An evaluation of the substantial change criteria as found in BIMC 18.11.010.K.
3. Copies of any environmental documents required by any federal agency. These shall include the environmental assessment required by 47 C.F.R. Part 1 (Part 1 – Practice and Procedure), Section 1.1307, as amended, or, in the event that an FCC environmental assessment is not required, a statement that describes the specific factors that obviate the requirement for an environmental assessment.
4. If the applicant is not the owner or person in control of the eligible support structure and/or site: An attestation that the owner or person in control of the eligible support structure and/or site has consented to the proposed facilities modification. If the eligible support structure is located in a public right-of-way, the applicant must also attest that applicant has authorization to install, maintain and operate transmission equipment in, under, and above the public right-of-way.
5. A request involving co-location of transmission equipment or the replacement of transmission equipment: Complete copies of the underlying land use approvals for siting of the tower or base station proposed to be modified, establishing that, at the time of submittal of the application, such tower or base station constituted an eligible support structure.

6. A request that will result in an increase in height of the eligible support structure: Record drawings, as-built plans, or the equivalent, showing the height of the eligible support structure (a) as originally constructed and granted approval by the city or other applicable local zoning or similar regulatory authority; or (b) as of the most recent modification received by the city, or other local zoning or regulatory approval, prior to the passage of the Spectrum Act, whichever height is greater.
7. A request to an eligible support structure, which structure, or proposed modification of the same, is subject to preexisting restrictions or requirements imposed by a reviewing official or decision-making body pursuant to authority granted under the city code, or an ordinance or a municipal code of another local government authority: A copy of the document (e.g., CUP or SUP) setting forth such preexisting restrictions or requirements together with a certification that the proposed facilities modification conforms to such restrictions or requirements; provided, that such certification shall have no application to the extent the proposed facilities modification relates solely to an increase in height, increase in width, addition of cabinets, or new excavation, that does not result in a substantial change in the physical dimensions of the eligible support structure.
8. A request to an eligible support structure, which structure, or proposed modification of the same, is subject to preexisting concealment restrictions or requirements, or was constructed with concealment elements: Applicant shall set forth the facts and circumstances demonstrating that the proposed modification would not defeat the existing concealment elements of the eligible support structure. If the proposed modification will alter the exterior dimensions or appearance of the eligible support structure, applicant shall include a detailed visual simulation depicting how the eligible support structure will appear after the proposed modification is complete. The visual simulation shall depict to scale the eligible support structure in relation to the trees, landscaping and other structures adjacent to, or in the immediate vicinity of, the eligible support structure.
9. A request that will protrude from the edge of a nontower eligible support structure: Record drawings, as-built plans, or the equivalent, showing at a minimum the edge of the eligible support structure at the location of the proposed modification.
10. A request to an eligible support structure that will (a) include any excavation; (b) would result in a protrusion from the edge of a tower that exceeds an existing protrusion of any transmission equipment attached to a tower; or (c) would protrude from the edge of a nontower eligible support structure: A description of the boundaries of the site together with a scale drawing based on an accurate traverse, with angular and lineal dimensions, depicting the boundaries of the site in relation to the tower or base station proposed to be modified and depicting the proposed location, elevation and dimensions of the new or replacement transmission equipment. The city may require a survey by a land surveyor licensed in the state of Washington when, in the judgment of the approval authority, a survey is reasonably necessary to verify the boundaries of the site to determine if the proposed facilities modification would result in a substantial change in the physical dimensions of the eligible support structure.

11. A request to the eligible support structure that includes hardening through structural enhancement: A technical report by a qualified engineer accredited by the state of Washington, demonstrating that the structural enhancement is performed in connection with and is necessary to support the proposed co-location, removal, or replacement of transmission equipment and conforms to applicable code requirements. The city may retain the services of an independent technical expert to review, evaluate, and provide an opinion regarding the applicant's demonstration of necessity.
12. A request that proposes a modification to a tower: A stamped report by a Washington State-registered professional engineer demonstrating that the tower with the proposed modifications will comply with applicable structural, electrical, and safety codes, including by way of example, and not limitation, EIA/TIA-222-Revision G, published by the American National Standards Institute (as amended), allowable wind speed for the applicable zone in which the tower is located, and describing the general structural capacity of the tower with the proposed modifications, including:
  - a. The number and type of antennas that can be accommodated;
  - b. The basis for the calculation of capacity; and
  - c. A written statement that the proposal complies with all federal guidelines regarding interference and ANSI standards as adopted by the FCC, including but not limited to nonionizing electromagnetic radiation (NIER) standards. The city may retain the services of an independent technical expert to review, evaluate, and provide an opinion regarding the applicant's demonstration of compliance.
13. A request to a base station: A stamped report by a Washington State-registered professional engineer demonstrating that the base station, with the proposed modifications, will comply with applicable structural, electrical, and safety codes.
14. A request requiring alteration to the eligible support structure, excavation, installation of new equipment cabinets, or any other activities impacting or altering the land, existing structures, fencing, or landscaping on the site: A detailed site plan and drawings, showing the true north point, a graphic scale and, drawn to an appropriate decimal scale, indicating and depicting:
  - a. The location, elevation and dimensions of the existing eligible support structure;
  - b. The location, elevation and dimensions of the existing transmission equipment;
  - c. The location, elevation and dimensions of the transmission equipment, if any, proposed to be co-located or that will replace existing transmission equipment;
  - d. The location, elevation and dimensions of any proposed new equipment cabinets and the intended use of each;
  - e. Any proposed modification to the eligible support structure;
  - f. The location of existing structures on the site, including fencing, screening, trees, and other significant site features; and
  - g. The location of any areas where excavation is proposed showing the elevations, depths, and width of the proposed excavation and materials and dimensions of the equipment to be placed in the area excavated.

## **Small Wireless Facility Permit (SWF)**

Permit procedures for small wireless facility permits are detailed in BIMC 19.10.

1. A Master Permit, consistent with Chapter 19.02 and 19.04 BIMC, if the proposed facilities are located in the right-of-way.
2. Associated Permit(s). Applications or check lists required under the Critical Areas, Shoreline, or SEPA ordinances. Applications for deployment of small wireless facilities in Design Zones or for new poles shall comply with the requirements in BIMC 18.10A.060.
3. Specific locational information including GIS coordinates of all proposed small wireless facilities and specify where the small wireless facilities will utilize existing, replacement, or new poles or towers, existing buildings, or other structures. Ground mounted equipment (if authorized pursuant to Chapter 18.10A BIMC), conduit, junction boxes, and fiber and electrical connections necessary for and intended for use in the deployment shall also be specified regardless of whether the additional facilities are to be constructed by the applicant or leased from a third party. Detailed schematics and visual renderings of the small wireless facilities, including engineering and design standards, shall be provided by the applicant. The application shall have sufficient detail to identify:
  - (a) The location of overhead and underground public utility, telecommunication, cable, water, adjacent lighting sewer drainage and other lines and equipment within 50 feet of the proposed project area (which the project area shall include the location of the fiber source and power source). Further, the applicant shall include all existing and proposed improvements related to the proposed location, including but not limited to poles, driveways, ADA ramps, equipment cabinets, street trees and structures within 50 feet from the proposed project area.
  - (b) The specific trees, structures, improvements, facilities, lines and equipment, and obstructions, if any, that applicant proposes to temporarily or permanently remove or relocate and a landscape plan for protecting, trimming, removing, replacing, and restoring any trees or areas to be disturbed during construction.
  - (c) The construction drawings shall also include the applicant's plan for electric and fiber utilities, all conduits, cables, wires, handholes, junctions, meters, disconnect switches and any other ancillary equipment or construction necessary to construct the small wireless facility, to the extent to which the applicant is responsible for installing such electric and fiber utilities, conduits, cables, and related improvements. Where another party is responsible for installing such electric and fiber utilities, conduits, cables, and related improvements, applicant's construction drawings will include such utilities to the extent known at the time of application, but at a minimum applicant must indicate how it expects to obtain fiber and electric service to the small wireless facility.
  - (d) Compliance with the aesthetic requirements of BIMC 18.10A.050.

4. Written approval from the owner of any pole or structure for the installation of its small wireless facilities on such pole or structure. To extent that the pole or structure is not owned by the applicant, the applicant shall demonstrate in writing that they have authority from the pole owner to install the small wireless facility on the pole or structure. Such written approval shall include approval of the specific pole, engineering and design standards, as well as assurances that the specific pole can withstand wind and seismic loads, from the pole owner, unless the pole owner is the City. Submission of the lease agreement between the pole owner and the applicant is not required. If the proposed small wireless facility is not within the rights-of-way, the applicant must provide written approval from the property owner. For city-owned poles or structures, the applicant must obtain a lease from the City prior to or concurrent with the small wireless permit application and must submit as part of the application the information required in the lease for the City to evaluate the usage of a specific pole.
5. Sworn affidavit signed by an RF Engineer with knowledge of the proposed project affirming that the small wireless facilities will be compliant with all FCC and other governmental regulations in connection with human exposure to radio frequency emissions for every frequency at which the small wireless facility will operate. If facilities which generate RF radiation necessary to the small wireless facility are to be provided by a third party, then the small wireless permit shall be conditioned on an RF Certification showing the cumulative impact of the RF emissions on the entire installation. The applicant may provide one emissions report for the entire small wireless deployment if the applicant is using the same small wireless facility configuration for all installations within that batch or may submit one emissions report for each subgroup installation identified in the batch.
6. Proof of FCC and other regulatory approvals required to provide the service(s) or utilize the technologies sought to be installed.
7. A professional engineer licensed by the State of Washington shall certify in writing, over his or her seal, that the construction plans of the small wireless facilities and the antenna support structure or pole and foundation are designed to reasonably withstand typical loading requirements as well as wind and seismic loads.
8. Proof of a valid Bainbridge Island business license.
9. Such other information as the Director, in his/her discretion, shall deem appropriate to effectively evaluate the application based on technical, engineering, and aesthetic considerations.

## **Zoning Verification Letter**

- A. Property location – 14-digit parcel number or site address
- B. Any known previously approved land use applications or permits.
- C. List of specific questions.